

Office of the Attorney General
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JOB POSTING

Interested candidates should send their resume and a writing sample via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

DEPUTY ATTORNEY GENERAL Civil Litigation Section

Summary

Part-time litigation attorney to provide legal representation on behalf of the State of Indiana and its agencies, officials and employees before state and federal courts and arbitrators. Reports to Section Chief of Civil Litigation.

Primary subject matter of cases:

- Class action suits.
- 42 U.S.C. § 1983 suits.
- Contract disputes.
- Constitutional challenges to state statutes and regulations.
- Prosecuting and defending injunctions.
- Judicial review of actions by state agencies.

Principal job duties:

- Handle all phases of litigation, including research and preparation of pleadings, motions and briefs; consultation with clients; investigation of facts; appearance in court and arbitrations for all hearings and conferences; negotiation of settlements; and trials.
- Advise clients and other State officials and employees regarding issues that arise in litigation.
- Supervise work of assigned paralegal on discovery and other tasks.
- Various levels of participation in appeals, depending on involvement of Appeals Division.
- Perform other tasks as assigned by Section Chief.
- The position may require some travel.
- Work up to 20 hours per week.

Qualifications:

- Licensed to practice law in Indiana and admitted to the U.S. District Courts for the Northern and Southern Districts of Indiana.
- Civil litigation experience in federal and state court.
- Knowledge of federal and state practice rules and rules of alternative dispute resolution.
- Familiarity with relevant causes of action; federal and state statutes and regulations; Administrative Orders and Procedures Act; federal and state constitutional law.

- Legal research and writing skills, with emphasis on clear, persuasive legal writing.
- Capable oral advocacy in litigation settings. Ability to work with other attorneys and support staff.
- Ability to zealously negotiate settlements or mediated resolution of cases.
- Ability to work well with clients and witnesses; maintain an objective of service to assigned state agencies; respond promptly to client/agency's needs; solicit client/agency's feedback to improve service; respond to requests for service and assistance; meet commitments.
- Strong sense of ethics; awareness of potential conflicts of interest that arise in public sector; adherence in all respects to Rules of Professional Conduct and State ethics rules.
- Sensitivity to concerns about individual liability and indemnification; awareness of public relations and implications of high-profile cases.
- Ability to manage high-profile and complex caseload.